



Newsletter

Volume 5, No. 2

April 2005

Telfarm 2005 Participation Awards

Telfarm annually recognizes cooperators of long-term participation in the farm financial records program. For the first time, Telfarm is able to recognize cooperators with *over 75 years* on our system. The following clients are recipients of our 2005 Awards:

75 Years or more of Participation:

Rob-Len Dairy, Barry County
Bailey-Terra Nova Farm, Kalamazoo County
Watson Farms, Saginaw County
Hill Crest Farm, Lenawee County

50 Years of Participation:

Ben-Bar Farms, Eaton County
Curry Farms, Iosco County
Woodhams Farms, Kalkaska County
Lynn Island Farms, St. Clair County

25 Years of Participation:

Sperry Dairy Farm, Branch County
Friesen Farms, Inc., Gratiot County
Lundberg Brothers, Inc., Mason County
Daybreak Dairy, LLC, Ottawa County
Raymond Gentz, St. Joseph County

Each farm will receive a presentation plaque for this milestone. We extend a sincere “thank you” to these farm families for their continued participation with Telfarm and MSU Extension.

Spring Cleaning Tips for Depreciation Schedules

With the 2004 Tax Season (*finally*) behind us, now is a good time to make sure your Telfarm Depreciation Schedule is updated and ready for 2005. Following are some items that may need your attention in order to keep things up-to-date; send any changes to Telfarm using a **paper Form 3** or the electronic **Excel Form 3** (*available on our website at www.canr.msu.edu/telfarm*):

- ⇒ Note any changes your accountant may have made in 2004 (Section 179, Bonus Depreciation, change in depreciation method, etc.)
- ⇒ “Junk” or “delete” any items no longer on your farm, such as long-gone livestock or machinery
- ⇒ Let us know if it is time to begin depreciation on items such as calves or trees which are going into production in 2005
- ⇒ Delete schedules for owners who are no longer part of your operation (or move items from those schedules to another owner’s schedule)
- ⇒ Check items designated “Traded on...” to see if the related purchase is still on the schedule; if not, that item may be deleted
- ⇒ Any other items you have concerns with or need to have updated.

Changes will be reflected on your 2005 Tentative Telfarm Depreciation Schedule in November.

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Ag Expo 2005

comes to the MSU Campus
July 19-21, 2005!

New Location! Stop by and see us in

TENT A and register to **win \$50** toward your choice of additional software programs or a discount on your 2006 Telfarm Annual Enrollment fee.



PenSoft 1017 & 1020 Reports For First Quarter 2005

If your business is subject to Federal and State unemployment tax, the Michigan *Unemployment Insurance Agency* or **UIA** collects quarterly wage records. Michigan has required employers to submit 1017s since 1986. The law carries a \$25 penalty for any employer failing to timely file a 1017. The report must be sent to the UIA by the 25th day of the month *following* the end of each calendar quarter (April, July, October, and January). The UIA website is <http://www.michigan.gov/uia>. Telfarm clients may choose any of the following methods to report the gross wages on all of their employees:

1. The **Telfarm Scannable Wage Detail Report**: For clients using the DOS Microtel Payroll program and sending payroll transmits to Telfarm, this report is included with your monthly reports from Telfarm. You simply sign and mail the UIA1017 report to the State of Michigan.
2. **Pre-printed reports from the State**: Run the PenSoft® 1017 report (see directions below), then fill the gross wages in on the pre-printed report (mailed to your business by the State of MI). Sign the report and mail it to the State.
3. **UIA 1017 e**: Employers using this system must establish an account through the *Employer Web Account Manager* (EWAM). To submit the gross wages, the employer will log onto this system, select individual employees, and enter their gross wages for that quarter. For more information, visit the web site at http://www.michigan.gov/uia/0,1607,7-118-26898_27730-77970--,00.html.
4. There is also an Employer File Submission (EFS) system that requires uploading a file from your computer. The PenSoft® file is not acceptable for this system; therefore, we do not recommend its use.

To get the PenSoft® 1017 and/or 1020 detail report(s):

1. Choose **Reports, Tax Reports, State Tax Reports**
2. Choose the **MI UC1017 Wage Detail Report**, or for the 1020, the **MI Unemployment Insurance Report (Generic)**
3. Click **Print**
4. Use the gross wage information in the report on either the pre-printed reports from the State or the UIA 1017e online system. **Do not mail the PenSoft report to the State** as it does not currently meet the State's specifications.

Don't forget to check online for updates!

Make it a habit to check at least monthly for new program updates. Open your program and check the version on the opening screen or under HELP, ABOUT to see what version you are running. See below for the latest software versions and visit the sites listed to update.

Current Software Versions

<i>TjFW Accountant/Checkwriter®</i>	<i>1.3.3 or higher</i>
<i>Microtel® Accountant</i>	<i>7.2.0</i>
<i>Microtel® Check Writer</i>	<i>2.9.0</i>
<i>Microtel® Payroll</i>	<i>7.1.6</i>
<i>PenSoft Payroll Plus®</i>	<i>3.05.0100 or higher</i>
<i>Telfarm Track for Success®</i>	<i>2.0.4</i>

Update Online: www.canr.msu.edu/telfarm
and/or www.pensoft.com

Empty Disk Syndrome

Have you ever mailed a transmit disk to Telfarm and then received a call from us saying your disk was empty? You may have temporarily been afflicted with "empty disk syndrome".

To keep this condition from recurring, remember the "**Transmit to Telfarm**" option on Telfarm programs **OVERWRITES** any transmit files already on your transmit disk **each time** you use that same disk. If you transmit a month's worth of records on a disk and then transmit a "few more" entries on that same disk, the resulting transmit we receive at Telfarm will be **ONLY** the "few more" entries and **NOT** the entire month's records.

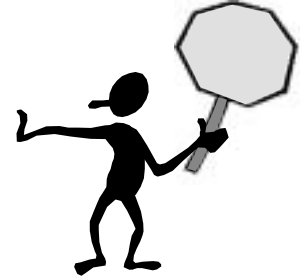
To avoid this syndrome, always use a separate disk for each transmit you send to Telfarm. ☺

Important! Transmit Alert for PenSoft Clients

FOR PENSOFT PAYROLL CLIENTS USING TELFARM LEVEL 2 ACCOUNTING!

Please be certain that your linked Payroll records are included with your Accounting transmit. Here is how:

1. Open Windows Accountant.
2. Select the entity and year 2005.
3. Click Other.
4. Click File | Customization - Misc tab.
5. If "Payroll sent from Payroll" is NO - STOP you are set up correctly; do not continue.
6. If "Payroll sent from Payroll" is checked YES, click it to change to NO.
7. Save and Exit back to the Home Screen.



Now when you transmit to Telfarm, your linked Payroll records will be included in the cash flow. If you have *already* transmitted Accounting records for 2005 with the above item checked YES, your Telfarm Cash Flow report does not include Net Pay (LBR) or tax withholdings (SSWH, STATEWH, FEDWH). To fix this:

1. Click Data Entry.
2. Click Reports.
3. Click Transmit to Telfarm.
4. The record displayed will be the first record that has not been transmitted to Telfarm.
5. Change the starting number to 1 (one).
6. End with the same number used for the END of your last transmit or the last record you want to send BUT DO NOT end with a lower number than has already been processed at Telfarm. Check your Telfarm Page/Line report to determine the last number received by Telfarm.
7. You will get a message telling you not to send the records again. Press F10 to continue.
8. Either e-mail transmit or send a disk showing the record numbers included and a note that these are your missing Payroll records. Your next monthly cash flow will have the payroll numbers included.

2005 Software Program Update Solutions

Did you receive an error message when you tried to update using the Telfarm Master Product CD? Before you reach for the phone, check below to find the solution to a common error some Telfarm clients are receiving when attempting to update or install software programs for 2005:

Problem: “**Component Missing. EDT 32x30 OCX.**” error message at *Telfarm Master Product* CD startup.

Quick Fix: Run the update(s) manually by following these steps:

1. Close the window with the error message (leave the CD in the drive)
2. Click START | RUN | BROWSE and locate your CD drive (usually D:) which may be titled “*Telfarm 2005 Product*”
3. Click on the CD drive to view it’s contents on the right panel
4. Locate the folder for your specific update needs (AUPDATE for DOS or Windows Accountant, PUPDATE for Payroll, etc.)
5. Click on the folder to open it and you will see the UPDATE.EXE file. Double-click this file to run the update.
6. Call us if you have further questions or need a new “unlock” code if you are changing programs (i.e. DOS to Windows Accountant).

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News

Telfarm Calendar

Monday, May 30

- Telfarm Center closed for Memorial Day Holiday

Monday, July 4

- Telfarm Center closed for July 4th Holiday

July 19-21

- Ag Expo on the MSU Campus

New Location!

*Stop by and see us in **Tent A** and enter to win \$50 toward next year's enrollment or programs!*

Monday, September 5

- Telfarm Center closed for Labor Day Holiday

Telfarm Center

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- Or contact your local MSU Extension Agent -

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